

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 33**

**December 27, 2006**

**SUBJECT: VEHICLE FORFEITURE FILING SUBMISSION LIST,  
FORM 16.27.08, VEHICLE FORFEITURE NOTICE,  
FORM 16.27.07, DISBURSEMENT OF VEHICLE FORFEITURE  
PROCEEDS - LEGAL OWNER, FORM 16.27.09, DISBURSEMENT OF  
VEHICLE FORFEITURE PROCEEDS - OFFICIAL POLICE GARAGE,  
FORM 16.27.10 - ACTIVATED**

**PURPOSE:** These forms are to be utilized when a vehicle is eligible for forfeiture under Section 14607.6 of the California Vehicle Code (CVC), Impoundment and Forfeiture of Motor Vehicles. Operations Order No. 2, 2005, outlines the procedure for a vehicle forfeiture under 14607.6 CVC.

**PROCEDURE:**

**I. VEHICLE SUBMISSION LIST, FORM 16.27.08 - ACTIVATED.**

The Vehicle Submission List, Form 16.27.08, is activated.

**A. Use of Form.** This form is used when the Area detective believes an impounded vehicle is eligible for forfeiture.

**B. Completion.** This form is to be completed by the Area detective and faxed to the Vehicle Forfeiture Unit (VFU). The VFU will determine if the vehicle forfeiture is accepted or rejected and fax the form back to the Area detective with the proper box marked.

**C. Distribution.** Area detectives will maintain the original and the fax sent back from the VFU.

**II. VEHICLE FORFEITURE NOTICE, FORM 16.27.07 - ACTIVATED.**

The Vehicle Forfeiture Notice, Form 16.27.07, is activated.

**A. Use of Form.** The VFU uses this form in the event the Vehicle Forfeiture Filing Submission List is accepted.

**B. Completion.** The VFU will complete a Vehicle Forfeiture Notice for all parties listed on the DMV vehicle registration.

**C. Distribution.** The form should be distributed as follows:

- 1 - Original, must be sent by certified mail, within two business days of the impound, to all parties listed on the DMV vehicle registration(1 original per person).
- 1 - Copy, Vehicle Forfeiture Unit (Copy of each original).

**2 - TOTAL**

**III. DISBURSEMENT OF VEHICLE FORFEITURE PROCEEDS - LEGAL OWNER, FORM 16.27.09 - ACTIVATED.** The Disbursement of Vehicle Forfeiture Proceeds - Legal Owner, Form 16.27.09, is activated.

**A. Use of form.** This form is used when the vehicle is released to the legal owner and the vehicle is sold pursuant to a forfeiture order.

**B. Completion.** This form is completed by the legal owner of the vehicle.

**C. Distribution.**

- 1 - Original, Fiscal Operations Division.
- 1 - Copy, Vehicle Forfeiture Unit.
- 1 - Copy, State Controller's Office (when applicable).
- 1 - Copy, any subordinate legal owner (when applicable).

**4 - TOTAL**

**IV. DISBURSEMENT OF VEHICLE FORFEITURE PROCEEDS - OFFICIAL POLICE GARAGE, FORM 16.27.10 - ACTIVATED.** The Disbursement of Vehicle Forfeiture Proceeds - Official Police Garage (OPG), Form 16.27.10, is activated.

**A. Use of form.** This form is used when the OPG sells a vehicle pursuant to a forfeiture order.

**B. Completion.** This form is completed by an OPG employee.

**C. Distribution.**

- 1 - Original, Office of Finance, Tax and Permit Division.
- 1 - Copy, Vehicle Forfeiture Unit.
- 1 - Copy, State Controller's Office (when applicable).
- 1 - Copy, any subordinate legal owner (when applicable).

**4 - TOTAL**

**AMENDMENTS:** This Order adds Sections 5/16.27.7, 5/16.27.8, 5/16.27.9, and 5/16.27.10 to the Department Manual.

**AUDIT RESPONSIBILITY:** Special Operations Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

Attachments

DISTRIBUTION "A"